

UNCLASSIFIED//

MSGID/GENADMIN/ MCIEAST-MCB CAMP LEJEUNE/CONTRACTING //

SUBJ/MCIEAST PROCUREMENT PLANNING TRAINING FOR FISCAL YEAR 2016//

POC/SCIDMORE G.N./MSGT/MCIEAST CONTRACTING/PROCUREMENT CHIEF/TEL: 910-451-5182/GARY.SCIDMORE@USMC.MIL//

POC/GAYLOR S.F./CIV/MCIEAST CONTRACTING/DEPUTY DIRECTOR/TEL: 910-451-7842/SHERRY.GAYLOR@USMC.MIL//

POC/POLESNAK S.M./LTCOL/MCIEAST CONTRACTING/DIRECTOR OF CONTRACTING/TEL: 910-451-7843/STEPHANIE.POLESNAK@USMC.MIL//

RMKS/1. MCIEAST CONTRACTING DEPARTMENT HAS ESTABLISHED PROCUREMENT PLANNING TRAINING THAT PROVIDES PROCEDURES AND GUIDANCE TO MANAGE PROVISIONS THAT MEET OPERATIONAL REQUIREMENTS WHILE MAINTAINING COMPLIANCE WITH APPLICABLE LAWS AND FEDERAL ACQUISITION REGULATIONS. PROCUREMENT TRAINING IS PROVIDED TO REDUCE REDUNDANCY OF PURCHASE REQUEST DISAPPROVALS AND TO STREAMLINE THE PROCUREMENT PROCESS OF ACQUIRING SUPPLIES AND SERVICES.

2. PER THE MESSAGE, MCIEAST CONTRACTING WILL PROVIDE BIMONTHLY PROCUREMENT PLANNING TRAINING IN ORDER TO FACILITATE UNIT NEEDS.

3. ALL MCIEAST CONTRACTING REQUIRING ACTIVITIES MAY UTILIZE THE PROCUREMENT PLANNING TRAINING. THE AGENDA INCLUDES PRESENTATIONS ON PR BUILDER, PROCUREMENT PLANNING AND DEVELOPMENT, UNAUTHORIZED COMMITMENTS, AND OPERATIONAL CONTRACT SUPPORT.

4. TRAINING WILL BE ON A FIRST-COME-FIRST-SERVE BASIS WITH AN 18 SEAT MAXIMUM PER CLASS. THIS TRAINING WILL BE HELD AT THE MCIEAST CONTRACTING TRAINING ROOM BLDG 1116/0800-1000 AND 1300-1500

5. DATES/LOCATIONS/TIMES:

15 DECEMBER 2015/BLDG 1116/0800-1000 AND 1300-1500

23 FEBRUARY 2016/BLDG 1116/0800-1000 AND 1300-1500

26 APRIL 2016/BLDG 1116/0800-1000 AND 1300-1500

21 JUNE 2016/BLDG 1116/0800-1000 AND 1300-1500

6. THE CUSTOMER GUIDE FOR CONTRACTING AND PRESENTATION SLIDES WILL BE AVAILABLE ON THE MCIEAST CONTRACTING WEBSITE FOR USE AND DISEMINATION.

[HTTP://WWW.MCIEAST.MARINES.MIL/STAFFOFFICES/CONTRACTING.ASPX](http://WWW.MCIEAST.MARINES.MIL/STAFFOFFICES/CONTRACTING.ASPX)

7. REQUEST WIDEST DISTRIBUTION TO ALL TENANT COMMANDERS, COMPTROLLERS, SUPPLY OFFICERS, AND FUND ADMINISTRATORS.//